

BURLINGTON WATER DISTRICT

Manager: Hiland Water - P.O. Box 699 Newberg, OR 97132 Phone: 503-554-8333; 1-855-554-8333 (TF)

Internet: BWD Website <https://burlingtonwater.specialdistrict.org/>

Board of Commissioners Meeting

Wednesday, January 19, 2022

6:15 pm

Due to the current health emergency resulting from the COVID-19 pandemic, meeting held by GoToMeeting videoconference.

MINUTES

Meeting called to order by Ron Yann, Chair, 6:18 pm.

Present: Ron Yann; Dan Johnson; Lauren Golar; Susan Hasty;

Dan Zimmerman, bookkeeper; Curtis Olson in for Aaron Hiland, manager.

Absent: Gail Curtis

Public Comments/Guests: none

Water Operator's Report from Hiland (Aaron Olson):

- a. **Monthly overview:** Nothing unusual
- b. **Update on leak detection/repair:** Nothing unusual
- c. **Water Tank Meter replacement:** No update
- d. **Chlorine residual monitoring:** Susie Hasty performing home test 2x per week, nothing of concern.
- e. **Meter replacement:** No update
- f. **Customer issues?** None
- g. **Billing adjustments?** King/Almeida property. Brian King past property owner has a balance owed (should have been covered by title company) and Jason Almeida new property owner also has a tenant balance. Almeida disputing responsibility for King's past bill. Ron will follow up with Hiland to pursue clarity in outstanding bill responsibility between parties.
- h. **This month water loss:** Current loss appears to be nearly 50%, water sold and usage low. Last December avg. water loss was 28%. When mission battery went down reservoir drained and its likely we pumped many gallons back into the reservoir that we have not sold yet.
- i. **New service project:** Hiland continues to attempt to locate the main water line near Cornelius pass and Hwy. 30 for development of a new cemetery. The \$5000.00 limit for search efforts by Hiland approved by BWD board at the last meeting has been met. Hiland will reach out to OAWU (Oregon Association of Water Utilities) to come out free of charge to help try to locate main. A Hiland employee will need to be present with est. daily rate of \$300-\$500. Dan moved to approve \$500 to have OAWU work with Hiland to try to locate the line and up to \$1000 additional to excavate if (and only if) they have a strong lead to the location. Susie seconded this motion and it passed unanimously. Susie will follow up on Gail's email to Justin Brandon at ODOT regarding any historical maps or information related to this main water line location.

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Bookkeeper/Office Manager's Report:

Consent Agenda:

- a. Hiland Credit Memo, and Accounts Receivable/Payable reports: Reviewed receipts and expenses for month.
- b. Monthly budget statements: Reviewed balance sheet; budget vs. actual statements; water sales revenue off approx. 15% 6 months into budget year.
- c. Monthly budget expenditure review: Budget projections remain on track.
- d. Board approval to pay bills presented:
ACTION: Lauren G. moved that the board approve paying all bills as presented, Dan J. seconded, and the motion carried unanimously.
- e. Approval of December Board Meeting minutes:
ACTION: Dan J. moved and Lauren G. seconded that the minutes be approved as presented. Motion carried unanimously.

Action Items: None

Administrative Reports:

- a. Update – Safe Drinking Water Revolving Loan Fund Application for the Riverview project in progress. Expect approval this week or next week!
- b. Update – NW Newberry Road Petition for variance to annex into the District: No response from petitioners regarding request from BWD for more information. Ron reached out to Kate Moore once again.
- c. Upcoming budget meeting: Susie H. moved, and Lauren G. seconded approved budget calendar as presented by Dan J., passed unanimously.
- d. Ron will miss February meeting, Gail C., co-chair, will be requested by Ron to lead meeting in his absence.
- e. Dan J. will send Notice of Budget meetings to public on January 21st. Written mailing and website notices will also be made available. Proposed budget and Resolution Adopting the Budget will be posted to the BWD website on February 5th.

Adjournment:

Susie H. moved, and Lauren G. seconded a motion to adjourn the meeting. Motion carried unanimously, and the meeting ended at 7:05 pm.

Next Board Meeting: The first Budget Committee meeting for 2022 will be held on Wednesday, February 16 6:15pm. The board meeting will follow immediately at 7:00 pm.

Location: Due to the current health emergency resulting from the COVID-19 pandemic, meetings to be held by GoToMeeting videoconference.

Susan Hasty,
Recording Secretary